

FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

Add Vehicle Card
 Add Driver Pin
 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	TAX OFFICE		
Billing Address:	2804 S BUS HWY 281 EDINBURG TX 78539		
Fuel Card Manager:	MARY GARCIA		
	This person can not have use of the fuel card		
Phone Number:	956-289-7472		
Web user Name:		Password:	
Hidalgo Co Acct Number:	4-1100-415-15-140-001-0-626		
Requested By:	PABLO (PAUL) VILLARREAL JR. <i>Pablo (Paul) Villarreal Jr.</i>		
	Sign & Print Elected/Official Supervisor/Director		

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	_____
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	_____
Sign & Print Authorized Elected Official/Supervisor/Director	

Vehicle Plate No. (N/A = Non-vehicle)	Description (Vehicle or Non-Vehicle Equipment)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Billing Date & Card Number
FCJ8705	2014 FORD F-150 CREW CAB	1FTEW1CM8EKG23242	

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	DBM ID Number	DBM or Other License Verification	Purchasing Dept. Billing Date & Signed Fuel Policy
MARTIN CEPEDA	06/29/63	087416		